



## **Day Reporting /Community Resource Center Director**

**Location: Jackson, TN (Madison County)**

**JOB ANNOUNCEMENT:** Day Reporting /Community Resource Center Director (Correctional Program Director 1)

Executive Service, Grade 032, Salary Range \$3,533 to \$5,655.

This Correctional Program Director 1 (CPD1) position acts as the Director of the Jackson, Tennessee Day Reporting Center and Community Resource Center (DRC/CRC) programs. The position is responsible for oversight and monitoring the day-to-day operations for the Day Reporting Center, an on-site cognitive restructuring program designed to assist in developing pro-social thinking patterns for offenders supervised in the community, provide education and job training opportunities to enable long-term employment, and work collaboratively with probation parole officers to hold offenders accountable. In addition, this position has oversight of the Community Resource Center which provides access and referrals to resources in the community.

The Director position will engage in strategic planning to ensure effective programming and treatment delivery by establishing community partnerships and collaborative community referral relationships for delivery of resources to the offender population. The position is responsible organizing and coordinating evidence-based programs, and supervising and leading the DRC/CRC team. The Director has administrative responsibility for the program and must ensure the proper implementation of policy, human resources, budget management procedures, and oversight of fiscal and property accountability within the DRC/CRC.

The Director acts as a representative of the Tennessee Department of Correction in performing public contact and liaison work with community treatment and program providers, community leaders, offenders, their families, and the general public.

The Director will work cohesively with the Community Supervision directors, managers and officers to ensure offender compliance and standards.

The incumbent is expected to be a resource and provide support for staff at all levels of the Department of Correction.

### **Qualifications:**

- Graduation from an accredited college or university with a bachelor's degree in a Social Services field and experience equivalent to substantial (five or more years of) full-time varied increasingly responsible professional correctional experience including at least two years of supervisory work
- Qualifying full-time professional experience in correctional work may be substituted for the required education, on a year-for-year basis, to a maximum of four years
- Additional graduate coursework in a field pertinent to correctional work may be substituted for the required nonsupervisory experience, on a year-for-year basis, to a maximum of two years.
- This position requires in-state travel.

To apply, submit a letter of application, complete resume reflecting education and specific positions held, and salary history and requirements to MeRita Vest at [merita.vest@tn.gov](mailto:merita.vest@tn.gov). Applications will be accepted until all positions are filled.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.